



SCC-EXMP1

Solicitors Complaints Committee Exemption Request Application

Purpose

The purpose of this application is to set out the process to request an exemption of completion of the solicitor's in-house complaints procedure from the Solicitors Complaints Committee.

This form is to be completed by those who require an exemption to Section 32(1) of the Legal Complaints and Regulation Act (Northern Ireland) 2016 as provided in Rule 4 of the Solicitors Complaint Committee Rules.

Please note that we can only accept a complaint where you have not first used the solicitor's complaints procedure in circumstances where:

- (a) The solicitor
 - (i) has been struck from the Roll,
 - (ii) cannot be found,
 - (iii) has died,
 - (iv) is seriously ill,
 - (v) has retired from practice and there is no other solicitor practising in the relevant Firm,
 - (vi) has ceased to be a recognised body
- (b) the Council of the Law Society has passed a resolution in respect of the respondent under Article 36(1) of the Solicitors (Northern Ireland) Order 1976; or

- (c) there is some particular urgency or risk of significant financial hardship which makes it impractical or unfair to await the determination of the solicitor's complaints procedure.

How to complete your application

Please complete each section of the form in full by providing as much information as possible, this will help us evaluate your request. You should ensure that:

- If completing the form by hand, write your responses using BLOCK CAPITALS in clear, legible handwriting.
- If you need more space for further information, write or type a summary in the relevant box and attach additional information on a separate sheet noting at the top the section the continuation page represents.
- Sign and date the form if completed by hand, or type your full name in the signature box, date and save the form if you are completing it electronically. Digital signatures are accepted.

For help completing the form, please call 028 9023 1614 between 09.00 & 17.00 Monday to Friday.

Where should you return your application?

Once completed, this form can be returned by email to enquiries@scc-ni.org or by post to:

The Solicitor Complaints Office

Law Society House

96 Victoria Street,

Belfast,

County Antrim,

BT1 3GN

Please ensure you have applied the correct postage, otherwise we may not receive it.

Our Decision

We will acknowledge receipt of your exemption request in writing and will inform you of the determination of the Solicitors Complaints Committee once issued.

Privacy

Please review our Privacy Notice as to how we look after your personal data.

**We would encourage you to complete this form in TYPE
or to please use BLOCK CAPTIALS in black ink.**

Section 1	Personal details required <i>The following information is required from you</i> First Complainant	
	Title:	
	First Name:	
	Middles Names:	
	Surname:	
	Address	
	Postcode:	
	Telephone Number:	
	Email Address:	
Your preferred method of communication		Email: <input type="checkbox"/> Post: <input type="checkbox"/>

Section 2	Personal details required <i>The following information is required from you</i> Second Complainant (if applicable)	
	Title:	
	First Name:	
	Middles Names:	
	Surname:	
	Address	
	Postcode:	
	Telephone Number:	
	Email Address:	
Your preferred method of communication		Email: <input type="checkbox"/> Post: <input type="checkbox"/>

Section 3	Who are you complaining about?	
	Name of Solicitor	
	Name of Firm	
	Firm address	
Section 4	Your exemption request	
	<i>Please indicate from the options below the reason for your request.</i>	
	<p>I was unable to complete the solicitor's complaints procedure due to the following reason:</p> <p>(i) The solicitor has been struck from the Roll.</p> <p>(ii) The solicitor cannot be found.</p> <p>(iii) The solicitor has died.</p> <p>(iv) The solicitor is seriously ill.</p> <p>(v) The Solicitor has retired from practice and there is no other solicitor practising in the relevant Firm.</p> <p>(vi) The Council of the Law Society has passed a resolution in respect of the solicitor under Article 36(1) of the Solicitors (Northern Ireland) Order 1976.</p> <p>(vii) There is some particular urgency or risk of significant financial hardship which makes it impractical or unfair to await the determination of the solicitor's complaints procedure.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<i>Please provide further information in support of your request.</i>	

Section 5	Your Declaration <ul style="list-style-type: none"> I declare that the information I have given on this application is correct to the best of my understanding. I confirm that I understand that the Committee, on receipt of this application, will afford both the complainant and solicitor the opportunity to make representations before it makes a determination. 	
	Name 1:	
	Signature 1:	
	Name 2:	
	Signature 2:	
	Date:	

Checklist:		
A. I have completed the relevant sections of the form:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B. I have signed and dated the form:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C. I have enclosed/attached additional pages and/or supporting documents: *Please list each document below to assist us in checking that we have received all documents sent by you*	Yes <input type="checkbox"/>	No <input type="checkbox"/>